

**JAA Administrative & Guidance Material**  
**Section Two: Maintenance Part Three: Temporary Guidance**

**LEAFLET NO.22 : JAA ACCEPTANCE OF U.S.A. REPAIR STATIONS**

**1. Note**

Please be advised that the material contained in this leaflet is either an acceptable means of compliance (AMC) or interpretative and explanatory material (IEM) as stated in JAR-145 Section 2 para 2.4. However because the material has NOT been subjected to the FULL FORMAL NPA process it is possible that the content may change in due course when transferred to JAR 145 after NPA. This means that any organisation using this material to satisfy JAR 145 compliance may have to adjust their processes and procedures as a result of the NPA.

**This Leaflet represents one acceptable means of compliance with JAR 145.10(c).**

**2. Introduction**

- 2.1 There is a need to publish the means by which an FAA Certificated FAR Part 145 repair station primarily located in the USA may qualify for acceptance by the JAA member Authorities (JAA-NAAAs) as a maintenance organisation in accordance with the JAR 145.
- 2.2 JAR 145 is a European requirement which is largely similar to FAR Part 145 and includes both a requirement for JAR 145 maintenance of all aircraft used in commercial air transport operations plus the requirements to qualify as a JAR 145 Approved maintenance organisation.
- 2.3 JAR 145.10(c) provides for an alternative method of JAA acceptance of maintenance organisations located outside the JAA member States where such organisations hold an Approval or Certificate granted by a non-JAA member Authority (non-JAA-NAA) such as the FAA when the organisation is in compliance with JAA published maintenance special conditions which represent the differences between JAR 145 and the regulation under which the approval was granted and subject to certain other conditions.
- 2.4 The JAA Maintenance Division (JAA MD) in conjunction with the JAA-NAAAs has determined the differences between JAR-145 and FAR Part 145 and has both listed the basic differences in the Maintenance Implementation Procedures (MIPs) agreed between FAA and JAA in June 97 and published full details of such differences in this Leaflet No.22. In due course, this Leaflet will be transferred to JAR-145 as an Appendix after completion of the appropriate rule making procedure via the JAA Notice of Proposed Amendment (NPA).
- 2.5 As a result of para 2.4 a USA based FAA Certificated FAR Part 145 repair station may be accepted by the JAA-NAAAs in accordance with the JAR 145.10(c) alternative when such repair station complies with this Leaflet No.22 and both JAA MD and FAA inspectors have followed the procedure specified in JAA Administrative & Guidance Material Section Two - Maintenance, Part Two - Procedures Chapter 31.
- 2.6 JAA procedures covering the general operation of the MIPs such as the extent of co-operation and involvement in each others system can be found in JAA Administrative & Guidance Material Section Two - Maintenance, Part Two - Procedures Chapter 30.
- 2.7 For information, the procedures and conditions for FAA Certification to FAR Part 145 of a JAA State based JAR 145 approved maintenance organisation are contained in FAA AC 145-7.

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**3. References**

JAR 145.10(c) second sentence states "Alternatively, the JAA full member Authority may accept such an organisation on the basis of an approval granted by an Authority that is not a member or full member of the Joint Aviation Authorities subject to the organisation being in compliance with published JAA maintenance special conditions to ensure equivalence to JAR 145. The alternative accepted organisation may be required to show a need before being accepted."

Note: The process of Acceptance is carried out by the JAA Maintenance Division on behalf of the JAA full member Authorities to stop the proliferation of identical applications to the various JAA full member Authorities.

**4. JAA maintenance special conditions for the Acceptance of maintenance from FAA Certificated FAR Part 145 repair stations in accordance with JAR 145.10(c)**

- 4.1 The repair station must hold a valid FAR Part 145 certificate issued by the FAA and be located in the USA. Acceptance by the JAA-NAA will be based upon the FAR Part 145 Certificate Operations Specification and therefore will be limited to such Specification.
- 4.2 Any repair station with an airframe or limited airframe rating should have appropriate covered accommodation for the base maintenance of any airframe for which it is rated. Any JAA-NAA aircraft undergoing maintenance and/or alteration should be completely inside the covered accommodation during such maintenance and/or alteration.
- 4.3 The repair station should have an effective working independent quality monitoring (audit) system to ensure that the repair station remains in compliance with FAR Part 43, 145 and the conditions specified in this para 4 and when appropriate para 5.
- 4.4 The repair station must use the FAA Form 8130-3 as an **aircraft component** maintenance release/return to service document. For further information FAA Order 8130-21 latest issue should be consulted except that for JAA, newly overhauled is a block 19 maintenance release with signature in block 20. In all cases block 13 must contain a description of the work carried out with detailed references to the approved data used and the statement "Certifies that the work specified in block 12/13 was carried out in accordance with JAR 145 and in respect to that work the aircraft component is considered ready for release to service under JAA Acceptance Certificate Number: JAA.-----". Signature must be included in block 20 and the repair station FAA FAR Part 145 Certificate number in block 21.

For the release/return to service of an aircraft, both the JAA JAR 145 Acceptance Certificate number and the FAA FAR Part 145 Certificate number must be included in the release/return to service certification statement. The FAA Form 8130-3 must not be used for the release/return to service of an aircraft.

- 4.5 The accountable manager/chief executive officer should sign a statement at the front of the para 4.6 JAA supplement that commits the repair station to compliance with FAR Part 145 and the JAA additional conditions and to a recognition of the consequence of failure to comply.
- 4.6 The repair station must have a JAA supplement to the FAR Part 145 inspection procedures manual containing information and procedures showing that the repair station is working in accordance with FAR Part 145 and the conditions specified in para 4.1 to 4.5 inclusive, as applicable. In addition, procedures for the following subjects should also be included:
  - (a) Work order standards;
  - (b) JAA-NAA airworthiness directives;
  - (c) JAA-NAA approved/accepted major modifications/alterations/repairs;
  - (d) Aircraft certificate of airworthiness validity periods (if appropriate).
  - (e) Approved design engineering data;
  - (f) Aircraft release certification (if appropriate);
  - (g) Reporting of unairworthy conditions;

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- (h) Approved spare parts.
- (i) Contracted maintenance.
- (j) Quality monitoring.

A JAA Example Supplement is included in this Leaflet.

- 4.7 The repair station must accept that FAA/JAA/JAA-NAA staff may access the repair station facility during normal working hours to check for compliance and that it may be subjected to the occasional visit of a JAA Maintenance International Standards Team (MIST).
- 4.8 The repair station should understand that the FAA will be requested to make a recommendation (JAA Form 9) in respect of JAA acceptance of the repair station and will visit the facility before making such recommendation. The absence of a positive recommendation from the FAA means that the repair station would not to be Accepted by JAA.
- 4.9 A fee of US\$ 1000 will be charged for the first 2 year period of acceptance followed by US\$ 800 for each subsequent 2 year renewal period. These fees are intended to cover the additional costs associated with the USA including the cost of MIST Team visits and JAA Headquarters time on repair station activities.
- 4.10 On receipt of a complete and satisfactory JAA Form 9 recommendation from the FAA, the JAA will issue a JAR 145 Acceptance Certificate to the repair station on behalf of the JAA-NAAs and publish a list every 4 months of all maintenance organisations and repair stations who are Approved or Accepted by the JAA-NAAs.

**5. Additional conditions for the Acceptance of Air Carrier Line Stations**

- 5.1 Line stations located in the USA as part of a US FAR Part 121 Air Carrier operation can only be accepted if the air carrier complies with para 4 holding an FAA FAR Part 145 Certificate for at least one of its main maintenance facilities valid for the aircraft type(s) and scope of work relevant to the line station(s) and the line station(s) comply with para 4, as applicable and can show that the quality monitoring system covers the air carrier certificate, the FAR Part 145 certificate and the line stations. The JAA Supplement must include a procedure which clearly demonstrates that the quality system covers all stated activities.
- 5.2 Any line station located outside both the USA and JAA full member States that satisfy all other para 5.1 conditions are not normally accepted in accordance with this Leaflet unless the JAA MD in co-operation with the JAA-NAA(s) agrees that it is to the mutual benefit of an airline or operator under the authority of a JAA-NAA and to the JAA-NAA. Mutual benefit is intended to relate to the most cost effective use of JAA-NAA staff resources. The alternative to possible JAA JAR 145 Acceptance is either JAA-NAA JAR 145 Approval or working under the quality system of a JAR 145 approved maintenance organisation. All enquiries regarding such possible JAA JAR 145 Acceptance should be made in the first place to JAA.
- 5.3 All line stations for JAA JAR 145 Acceptance will need to be listed in the JAA Supplement together with associated aircraft type and primary maintenance capability.
- 5.4 Line stations located in the JAA member States are not accepted under this process. In such circumstances an organisation wishing to set up a line station or gain approval for an existing line station should make application to the JAA-NAA in whose State the facility is located in accordance with JAR 145.10(b).

**6. Procedure for JAA JAR 145 Acceptance**

- 6.1 The repair station must show that there is a need for JAA JAR 145 Acceptance by means of documentary evidence indicating that a relevant customer has placed one or more work orders or intends to place such work orders on the repair station.

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Documentary evidence may be in the form of a letter of intent, a work order or a contract.

Relevant customer may be any one of the following;

A JAA JAR 145 Approved maintenance organisation.

A JAA JAR 145 Accepted FAA Certificated FAR Part 145 repair station based in the USA.

A JAA JAR 145 Accepted TCCA Certificated AM 573 maintenance organisation based in Canada.

A JAA-NAA certificated airline or air taxi organisation.

- 6.2 The repair station should complete 2 copies of the JAA Form 16. (See pages 22-21& 22-22)
- 6.3 The repair station should prepare a JAA Supplement based upon the example JAA Supplement.
- 6.4 The 2 copies of JAA Form 16 plus the proposed JAA Supplement, the para 6.1 evidence of need and a copy of the Air Agency Certificate and associated Operations Specifications should be sent to the supervising FAA Flight Standards District Office (FSDO) at least 60 days prior to the date initial Acceptance is required.
- 6.5 The initial acceptance fee of US\$1000 specified in para 4 should be sent to the JAA account specified in JAA Form 16 at the ABN-AMRO Bank NV, New York or Chicago USA at least 30 days prior to the date initial Acceptance is required. All payments should quote the information required under the fees section on page 2 of JAA Form 16. Please note that the bank only requires the money and the identification details (including the JAA Certificate number and/or FAA Air Agency Certificate number) of the repair station whose fee is being paid. The bank does not require any other documents. As proof of payment the repair station should also send a copy of the payment (by fax or post) details to the JAA at Central JAA, PO Box 3000, 2130KA, Hoofddorp, Netherlands. The fee is not refundable in the case of a repair station that decides not to complete the JAA Acceptance process.
- 6.6 When satisfied with both the JAA Supplement and the evidence of need and subject to the satisfactory outcome of any audit carried out by the FAA, the FAA will recommend acceptance to JAA MD.
- 6.7 On receipt of a completed recommendation from FAA and proof of initial fee payment from the ABN-AMRO Bank NV, New York or Chicago, USA, the JAA MD will issue a JAR 145 Acceptance Certificate to the repair station valid for up to 2 years.

Note: The recommendation package from FAA should include a copy of the completed JAA Form 9, a copy of the completed JAA Form 16 and a copy of the Air Agency Certificate and Associated Operations Specifications.

**7. Procedure for Renewal of JAA JAR 145 Acceptance**

- 7.1 The repair station should show that there is a need for JAA JAR 145 Acceptance by either complying with para 6.1 or submitting evidence of having carried out maintenance for a para 6.1 relevant customer in the form of a copy of an issued FAA Form 8130-3 to such customer. Evidence of need is assessed by the FAA.
- 7.2 The repair station should complete JAA Form 16 in duplicate.
- 7.3 The repair station should check that the JAA Supplement reflects the repair station procedures and activities. Any changes will require amendment of the JAA Supplement.
- 7.4 The 2 copies of JAA Form 16 and the para 7.1 evidence of need plus any amendment to the JAA Supplement, if appropriate, and a copy of the Air Agency Certificate and associated Operations Specifications should be sent to the supervising FAA District Office at least 60 days prior to expiry of the current JAA JAR 145 Acceptance certificate. This will ensure continuity of the acceptance unless significant changes have taken place since the last issue or renewal of the JAA JAR 145 Acceptance Certificate.

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- 7.5 The renewal JAA JAR 145 Acceptance fee of US\$800 specified in para 4 should be sent to the JAA account detailed in the fees section of the JAA Form 16, at the ABN-AMRO Bank NV, New York or Chicago, USA at least 30 days prior to the expiry of the current JAA JAR 145 Acceptance certificate. All payments should quote the information required under the fees section on page 2 of JAA Form 16. Please note that the bank only requires the money and the identification details (including the JAA Certificate number and/or FAA Air Agency Certificate number) of the repair station whose fee is being paid. The bank does not require any other documents.  
As proof of payment the repair station should also send a copy of the payment details (by fax or post) to the JAA at Central JAA, PO Box 3000, 2130KA, Hoofddorp, Netherlands.

- 7.6 When satisfied, if appropriate, with any amendments to the JAA Supplement and subject to the satisfactory outcome of the audit carried out by the FAA District Office, the FAA will recommend renewal of the JAA JAR 145 Acceptance to JAA MD.

- 7.7 On receipt of a completed recommendation from FAA and proof of renewal fee payment from the ABN-AMRO Bank NV, New York or Chicago, USA, the JAA MD will issue a renewed JAA JAR 145 Acceptance Certificate to the repair station valid for up to 2 years (a copy will be sent by fax or e-mail, the original will be sent by mail).

Note 1: The recommendation package should include a copy of the completed JAA Form 9, a copy of the completed JAA Form 16 and a copy of the Air Agency Certificate and associated operations specifications if any changes have occurred

Note 2: If the JAA Acceptance Certificate has expired and no request for Renewal has been made within two months of the expiry date the Repair Station will be removed from the Publications List and treated as an Initial Acceptance in any subsequent application.

**8 Procedure for Name change, Address change, Repair Station # change, etc. of the JAA JAR 145 Acceptance.**

- 8.1 Proceed as per para 6 initial Acceptance except where stated otherwise in paras 8.2, 8.3 and 8.4.
- 8.2 An amendment to the JAA Supplement must be submitted to the supervising FAA District Office.
- 8.3 No fee is required for the amendment of an existing JAA JAR 145 Acceptance and therefore the fee section of JAA Form 16 is not applicable.
- 8.4 Para 6.1 evidence of need is not required for the amendment process.
- 8.5 Amendments issued to JAA JAR 145 Acceptance Certificates will not change the expiry date of the current certificate except in the case where a concurrent renewal application has been made together with the renewal fee of para 7.5.

Note: To action changes under this section JAA will require a recommendation from the FAA. The recommendation package should include a copy of the completed JAA Form 9, a copy of the completed JAA Form 16 and a copy of the revised Air Agency Certificate and associated Operations Specifications.

**9. JAA Contact Address**

- 9.1 Any correspondence required to be sent to JAA MD should be addressed as follows:

Maintenance Approvals Co-ordinator  
Central JAA,  
P O Box 3000  
2130 KA Hoofddorp  
Netherlands  
Tel +31 23 56 79713  
Fax +31 23 56 21714

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**10.     Revocation of JAA JAR 145 Acceptance Certificate and Appeal Procedure**

- 10.1     Any repair station accepted by JAA in accordance with the conditions specified in this Leaflet should be aware that if JAA determines that there is a safety failure or significant failure to comply with the conditions for acceptance this could result in complete or partial revocation of the JAA JAR 145 Acceptance Certificate.
- 10.2     It should also be noted that FAA revocation of the FAR Part 145 Certificate **automatically** invalidates the JAA JAR 145 Acceptance Certificate.
- 10.3     Any repair station that believes the JAA incorrect in revoking the JAA JAR 145 Acceptance Certificate will have the right of appeal within 21 days against the JAA by JAA persons not associated with the revocation or limitation of JAA JAR 145 Acceptance Certificate subject to evidence being submitted at the time of the appeal. It should however be noted that the JAA JAR 145 Acceptance Certificate will remain in temporary suspension awaiting the outcome of any appeal and should a special JAA audit of such a repair station be necessary, then such special audit will incur a separate fee covering the cost of the audit.
- 10.4     There is no right of appeal to JAA when the FAA revokes or limits any FAA FAR Part 145 Repair Station Certificate.
- 10.5     Any appeal in accordance with para 10.3 should be addressed in the first instance to the Maintenance Director at the address specified in para 9.1.

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JAA SUPPLEMENT REFERENCE NO. ....  
TO FAA FAR-145 INSPECTION PROCEDURES MANUAL REFERENCE NO. ....

Company Name and Facility Address:

.....  
.....  
.....  
.....

FAA REPAIR STATION NO.

JAA JAR 145 ACCEPTANCE NO.

This Supplement does not form part of the FAA FAR-145 Inspection Procedures Manual.

This Supplement together with the FAA FAR-145 Inspection Procedures Manual forms the basis of acceptance by the JAA Full Member Authorities for maintenance carried out by this organisation on aircraft and/or aircraft components under the regulatory control of the JAA Full Member Authorities.

Maintenance carried out in accordance with the referenced Inspection Procedures Manual plus this Supplement is accepted by the JAA Full Member Authorities as being in compliance with JAR-145.

***The cover page of the JAA Supplement should include the intent of the above statement***

Note: This example JAA supplement gives guidance on the subjects which need to be addressed and translated into working procedures to ensure compliance with the JAA supplementary conditions. The supplement must therefore be customised to satisfy the specific repair station procedures.

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**A. INDEX**

**1. LIST OF EFFECTIVE PAGES**

Self Explanatory

**2. AMENDMENT PROCEDURE**

This para should specify the importance of ensuring that amendments must be submitted to the FAA FSDO for Acceptance and that working practises **and** procedures must be reflected in the FAR 145 Inspection Procedures Manual **and**, if appropriate, in this JAA Supplement. In addition this para should identify who within the organisation is responsible for amendment action and for ensuring the FAA Acceptance process is carried out.

Failure to ensure that the FAR 145 Inspection Procedures Manual and this JAA Supplement are kept up to date in respect of regulatory changes and that the Repair Station staff comply with the procedures therein could invalidate the JAA Acceptance.

**3. INTRODUCTION**

This paragraph should address why the supplement is necessary. JAR 145 is a European requirement based largely on FAR Part 145 and includes both a requirement for JAR 145 maintenance of all aircraft/aircraft components used in commercial air transport operations plus the requirements to qualify as such a maintenance organisation. In addition JAR 145.10(c) has a provision to allow acceptance of non-JAA member State based maintenance organisations and repair stations on the basis of an approval granted by a non-JAA member Authority recognised by the JAA and subject to compliance with maintenance special conditions intended to ensure equivalence to JAR 145.

The JAA has agreed that the FAA is a recognised Authority by means of a bilateral aviation safety agreement.

The JAA has specified the basic differences between JAR 145 and FAR Part 145 to ensure equivalence with JAR 145 and these are outlined in Maintenance Implementation Procedures (MIPs) agreed between JAA and FAA and detailed in JAA publications.

The result of this process is that a FAR Part 145 repair station can be JAA JAR 145 Accepted when the repair station complies with maintenance special conditions beyond that required by FAR Part 145 and which are specified in JAA Maintenance Temporary Guidance Leaflet (TGL) No.22 initially and later as an Appendix to JAR 145.

This supplement is therefore intended to remind the organisation that it is working in accordance with the JAA JAR 145 Acceptance Certificate and to identify the differences from FAR's that need to be taken into account.

**4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT**

This paragraph represents the agreement by the Accountable Manager that the organisation will comply with the conditions specified in the Supplement whilst operating in accordance with JAR 145.10(c). It includes recognition of the consequences of failing to meet either requirements or standards.

The accountable manager is usually the organisation's Chief Executive Officer (CEO) or President but can, in the largest organisation be the Vice President (Engineering) so long as he/she is on the corporate Board and has full financial authority.



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An acceptable statement for this paragraph would be:

"This Supplement in conjunction with the approved FAA FAR 145 Inspection Procedures Manual Ref. .... defines the organisation and procedures upon which JAA acceptance is based.

These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being progressed under the conditions of JAR 145.10(c).

It is accepted that the repair station's procedures do not override the necessity of complying with any additional requirements formally published by the JAA and notified to this organisation from time to time.

It is understood that the JAA will issue an Acceptance Certificate and list this repair station as an acceptable source of maintenance for the JAA full member States of Europe in a formal JAA publication whilst the JAA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the JAA reserves the right to revoke the Acceptance Certificate and remove the repair station from the formal JAA publication if the JAA considers that procedures are not followed or standards not upheld."

Signed by the Accountable Manager  
For and on behalf of the repair station.

**Please note that whenever the accountable manager is replaced the new Accountable Manager must sign the statement to ensure continuous JAA Acceptance.**

**5. ACCEPTANCE BASIS AND LIMITATION**

JAA acceptance is based upon compliance with FAR Part 145 and FAR Part 43 except where varied by the conditions specified in JAA Administrative & Guidance Material Part Two: Maintenance, Section Three: Temporary Guidance Leaflet (TGL) 22 and restated in this example supplement in some detail.

The acceptance of maintenance is limited to the scope of work permitted under the current Certificate issued by the FAA to the repair station in accordance with FAR Part 145 for work carried out within the USA.

FAR Part 121 Air Carrier line stations may be accepted by the JAA under the additional conditions detailed in sub paragraph 5 of TGL22.

This para should address these issues.

**6. ACCESS BY JAA AND FAA**

This paragraph should identify the fact that JAA and JAA-NAA staff should be allowed access to the repair station for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems.

The paragraphs should also specify that FAA staff may access the repair station to investigate on behalf of the JAA

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**7. WORK ORDERS / CONTRACTS**

International maintenance is complicated by the fact that there are occasions when supplementary maintenance unknown to the repair station, such as a foreign AD, should be carried out. It is therefore important for the repair station to see that it receives a work order from the customer which it can understand. Work orders should specify the inspections, repairs, alterations, overhaul, airworthiness directives and parts replacements that should be carried out.

This paragraph should therefore address the need for the repair station to ensure that it has received a clear work order from the customer and should nominate a technical person or persons in the repair station with responsibility for communicating with the customer in cases of doubt.

The customer remains responsible for correctly informing the repair station by work order of all required maintenance and alterations.

**8. APPROVED DESIGN ENGINEERING DATA**

For the JAA approved design engineering data is normally data supplied by the Original Equipment Manufacturer (OEM) or data approved by the National Aviation Authority of the Type Certificate Holder (or equivalent) or data supplied by the customer and approved by the customer JAA-NAA. In either case the customer is responsible for confirmation that the data is approved.

This paragraph should therefore address the need for the repair station to ensure that the customer has either provided the data or has confirmed that the repair station data is approved.

**Please note:** Data developed under SFAR 36 or by a DER is not automatically accepted by a JAA-NAA. Hence the need for the repair station to ensure that the customer provides evidence of approval from the customer JAA-NAA or confirms that the repair station FAA approved data is acceptable is important.

If there is no JAA customer (e.g components being put into stock for service exchange) then FAA approved data should be used in the normal manner.

It must be remembered that for a dual release, the approved data used must be approved/accepted by both the JAA NAA and the FAA.

**9. AIRWORTHINESS DIRECTIVES**

A number of JAA-NAAs either issue their own Airworthiness Directives or accept FAA Airworthiness Directives and issue additional Airworthiness Directives.

This paragraph should therefore address the need for the repair station to hold a copy of all Airworthiness Directives the customer requires embodied. It may be necessary for the customer to supply such NON FAA Airworthiness Directives.

The customer is responsible for specifying any Airworthiness Directive compliance required during maintenance through the work order.

**10. MAJOR REPAIRS / ALTERATIONS / MODIFICATIONS**

This para should specify: "As most JAA-NAAs involve themselves in the approval of major repairs / alterations / modifications the repair station should establish, as stated in para 8, that the customer has obtained or is in the process of obtaining any necessary approvals from the JAA-NAA or has confirmed that the repair station FAA approved data is acceptable."

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**11. RELEASE OF COMPONENTS AFTER MAINTENANCE**

Release to service of components up to and including complete powerplants should be carried out in accordance with FAR 43.9 except that paragraph 7 to 10 of this Supplement should be taken into account. At the completion of maintenance an FAA Form 8130-3 should be issued as a maintenance release by the repair station. In the case of newly overhauled the JAA requires an FAA Form 8130-3 maintenance release and NOT an export certification.

The FAA Form 8130-3 should include the JAR 145 release to service certifying statement with the JAA JAR 145 Acceptance Number in block 13, and specify any overhaul, repairs, alterations, Airworthiness Directives, replacement parts, PMA parts and quote the reference and issue/revision of the approved data used.

Appendix 3 should contain an example of a completed FAA Form 8130-3 used by the repair station including both the JAR-145 release to service certifying statement and provision for the JAA JAR-145 Acceptance Certificate Number.

**12. CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY**

Nearly all aircraft C of A's issued by the JAA-NAA's have a date of expiry. This means that from time to time the validity period must be renewed to remain legal. The JAA Operator or owner is responsible for ensuring the C of A remains valid but the repair station should ensure that the C of A is valid from the date expiry point of view before the issue of a paragraph 13 release. If the C of A has expired, the customer should be informed before issue of a para 13 release.

This paragraph is only applicable to repair stations with airframe and/or limited airframe rating.

**13. RELEASE OF AIRCRAFT AFTER MAINTENANCE**

Release to service of aircraft should be carried out in accordance with FAR 43.9 except that paragraphs 7 to 10 and 12 of this supplement must be taken into account. At the completion of maintenance the following certification should be made in the aircraft maintenance record.

Return to Service in Accordance with FAR 43.9:

"Certifies that the work specified except as otherwise specified was carried out in accordance with FAA airworthiness regulations, and in respect to that work the aircraft is considered ready for release to service."

Please note that the subclause "except as otherwise specified" is intended for use with two types of deviations as follows:

- a) The case where all required maintenance was not carried out. The maintenance not carried out must be listed on the FAR 43.9 Return to Service.
- b) The case where the particular maintenance requirement was only JAA approved and not FAA approved. Example: a JAA-NAA Airworthiness Directive not approved by the FAA.

Where the customer operator requires his/her paperwork to be signed the following alternate certification can be made.

Release to Service in Accordance with JAR 145.50:

"Certifies that the work specified except as otherwise specified was carried out in accordance with JAR 145 and in respect to that work the aircraft is considered ready for release to service."

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In all cases the repair station must issue the certification when all required maintenance has been carried out except that if it was not possible to complete all maintenance then such details must be endorsed on the Release to Service and the operator informed.

The JAA Acceptance Certificate Number and the FAA FAR Part 145 Certificate Number must be quoted in all cases, whether it be a FAR 43 Return to Service or a JAR 145 Release to Service.

This paragraph is only applicable to repair stations with airframe and/or limited airframe rating.

**14. REPORTING OF UNAIRWORTHY CONDITIONS**

When serious defects are found in JAA-NAA regulated aircraft or aircraft components then such fact must be reported to the JAA-NAA via the JAA and to the customer within 3 days of discovery. When reporting to the JAA the identity of the customer must be included to allow follow up action.

A JAA reporting form is under development and will be issued as soon as available, meantime the existing FAA reporting form should be used.

**15. QUALITY MONITORING SYSTEM**

The primary objective of the QM system is to enable the organisation to satisfy itself that it can deliver a safe product and that it remains in compliance with FAR 43, FAR 145 and the JAA Supplementary conditions.

There are two elements to the system:

- (1) An independent audit system
- (2) A management/control and follow up system.

The independent audit system is a process of sample audits of all aspects of the repair station's ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure that they carry out maintenance to the required standard nor does it replace any associated inspection / quality control system. Independence should be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure or product being audited.

The audit system should cover the following:

**1 Procedural audits.**

The audits will monitor compliance with required aircraft/aircraft component standards and adequacy of the maintenance procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components.

**2 Product audits.**

The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.

It is acceptable to use personnel from one section/department to audit the work and products of another section/ department in accordance with a procedure under this para which defines the audit programme.

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The process of sample audits may be carried out once per year as a single exercise or subdivided over a year period in accordance with an audit programme. All applicable FAR 43/145 paragraphs and the JAA supplementary conditions of TGL 22 should be checked at least once per year against each primary product line.

Repair stations with less than 10 people may contract the audit function to a person acceptable to JAA who is not employed by the repair station, but, in this case the audit of all applicable FAR 43/145 paragraphs and JAA supplementary conditions of TGL 22 must be carried out twice per year. A primary product line is any one aircraft or engine or avionic or mechanical product line where the systems and procedures are very similar throughout that product line.

The management control follow up system which must not be contracted to outside persons consists of a system to ensure that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and to enable the accountable manager / CEO to remain informed of the state of compliance and any safety issues. The Accountable Manager/CEO should hold routine meetings to check the progress on clearing outstanding findings/discrepancies except that in the larger repair stations such meetings may be delegated on a day to day basis to the Quality Manager as long as the Accountable Manager/CEO meets at least once per year with the senior staff involved to review the overall performance.

Where the repair station has associated FAR Part 121 line stations the system should describe how these are integrated into the system and should specify the need to audit each line station at least once per year.

Note that in the example JAA supplement each line station and the associated capability should be listed in appendix 2.

One example of the particular product line should be used as the basis of each audit except in the case of stores audits when a random selection of parts should be used for the audit. It therefore follows that a repair station maintaining aircraft and engines (off aircraft) and mechanical parts (off aircraft) would need to carry out 3 audit sample checks each year with the particular product type changed each year. An example audit programme is attached.

A report should be raised for each audit carried out describing what was checked and any resulting findings/discrepancies. The report should be sent to the relevant department(s) for rectification action giving target rectification dates. The relevant department(s) are required to rectify the findings/discrepancies and inform the quality department.

Appendix 1 contains one example of an audit programme which can be applied in the aircraft hangars, engine workshops and component workshops. It should be understood that not all subjects will apply in all cases and the example audit programme should be used as a starting basis after which it can be altered to fit the particular type of repair station.

A product should be selected in each hangar and each workshop and the example audit programme applied at least once per year ( twice per year in the case of a repair station with less than 10 people **and** which chooses to contract the audit to an outside person ) except that in the case of procedures which are common throughout the repair station the procedure need only be audited once per year if there are no problems.

**Leaflet No.22: Continued**

**16. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE**

Hangar space should be available for aircraft operated under the regulatory control of a JAA-NAA undergoing maintenance and alteration. This para should therefore address the need to ensure hangar space will be available at the time of maintenance and alterations, when the contract is agreed with the customer.

This para is only applicable to repair stations with airframe and/or limited airframe ratings.

**17. CONTRACTED MAINTENANCE**

When part of the maintenance is contracted to another organisation, the repair station must ensure that the other organisation(s) are either listed by the JAA for the maintenance they carry out or such contracted organisation(s) must work under the repair station contracted provisions stated in FAR Part 145 Appendix A (The asterisk (\*) items).

All organisations contracted by the repair station must be listed by the repair station stating against each organisation whether it is JAA listed or under the repair station control via FAR Part 145 Appendix A.

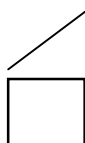
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LEAFLET NO.22 (CONTINUED)

**SUPPLEMENT APPENDIX 1 - AUDIT PROGRAMME**

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUNE	JULY	ETC.
FAR 145.15(a) Change of Certificate								
FAR 145.15(b) Renewal of Certificate								
FAR 145.21 Changes of Facility/Location								
FAR 145.35 Facilities								
FAR 145.37 Special Facilities								
FAR 145.39 Personnel								
FAR 145.41 Repairman								
FAR 145.43 Records of Personnel								
FAR 145.45 Inspection system								
FAR 145.47/49 Equipment & Material								
FAR 145.51 Compliance with Certificate								
FAR 145.57 Standards - See FAR 43								
FAR 145.59 Inspection of Work								
FAR 145.61 Work Records & Retention								
FAR 145.63 Reporting Defects								
FAR 43.2 Overhaul								
FAR 43.3 Persons Auth to Perform Maintenance etc.								
FAR 43.5 Approval for Return to Service								

Key:



Audit  
Scheduled



Carried out  
Corrective action  
required



Audit  
Completed/Closed

See associated audit reports for details

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**SUPPLEMENT 2 (APPENDIX) AUDIT PROGRAMME**

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUNE	JULY	ETC
FAR 43.7 Persons Auth to Return to Service								
FAR 43.9 Content of Maintenance & Alteration Records								
FAR 43.12 Falsification of Records								
FAR 43.13 Standards								
FAR 43.15 Additional standards								
JAA Supp 4 Current Acc Manager Statement Signature								
JAA Supp 7 Customer Work Orders								
JAA Supp 8 JAA Approved Data								
JAA Supp 9 JAA Airworthiness Directives								
JAA Supp 10 JAA Approved Major Repairs & Alterations								
JAA Supp 11 Component Release on FAA 8130-3								
JAA Supp 13 Aircraft Release or Return to Service								
JAA Supp 14 Reporting Defects to JAA & Customer								
JAA Supp 15 Quality Audit System								
JAA Supp Appx. Line Stations								

Key:

See associated audit reports for details



Audit  
Scheduled



Carried out  
Corrective action  
required



Audit  
Completed/Closed



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LEAFLET NO.22 (CONTINUED)

**SUPPLEMENT APPENDIX 2 - LINE STATIONS**

Each line station that is used by an aircraft operated under the regulatory control of a JAA-NAA in accordance with the conditions of TGL No. 22 should be listed giving its location and the basic maintenance capability at each such location.

Any line station process or procedure that differs from the processes or procedures specified in the FAR-145 Inspection Procedures Manual or is not referenced in the Manual needs to be specified in this Appendix.

In addition the para 15 quality monitoring system must be extended to include the need for the accepted organisation to audit the listed line station locations.

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LEAFLET NO.22 (CONTINUED)

**To contain a completed example of FAA Form 8130-3 used by the repair station and instructions for completion by staff.**

Such instructions should specify that blocks 14 through 18 are not to be used by the repair station and that "newly overhauled" should be signed off in block 20 against the block 19 maintenance release.

The signature of the person returning the component to service should be in block 20 with the FAA Repair Station Certificate number in block 21.

The status of the component (repaired, inspected, overhauled etc.) should appear in block 12 with any relevant comments including detailed references to approved data, ADs etc. in block 13. Example: "Overhauled in accordance with CMM 111, section X, Rev 2, S/B 23 & FAA AD xyz complied with. Full details held on WO 456."

Block 13 must also contain the following statement:

"Certifies that the work specified in block 12/13 was carried out in accordance with JAR-145 and in respect to that work the aircraft component is considered ready for release to service under JAA Acceptance Certificate Number: "JAA----"".

(The JAA do not recognise any other form of component maintenance release from an FAA FAR 145 approved JAA accepted organisation.)

The repair station should identify in the IPM / roster those staff that are authorised to issue the Form on behalf of the repair station.

**SUPPLEMENT APPENDIX 4 - COMPONENTS AUTHORISED FOR USE DURING MAINTENANCE & ALTERATION**

1. Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.
2. Only the following new and used components may be fitted during maintenance.
3. **New Components**
  - 3.1 New components should be traceable to the OEM as specified in the Type Certificate (TC) holders Parts Catalogue and be in a satisfactory condition for fitment. The new component should be accompanied by a release document issued by the OEM or Production Certificate (PC) holder. The release document should clearly state that it is issued under the approval of the relevant NAA under whose regulatory control the OEM or PC holder works.
  - 3.2 For USA OEMs and PC holders release should be on the FAA Form 8130-3 as a new part.
  - 3.3 For all JAA states OEMs and PC holders release should be on the JAA Form One as a new part.
  - 3.4 For Canadian OEMs and PC holders release should be on the TC Form 24-0078 as a new part.
  - 3.5 Standard parts are exempt from the forgoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for fitment.
  - 3.6 PMA parts may only be fitted to products of USA origin and only then when accompanied by a FAA Form 8130-3.
4. **Used Components**
  - 4.1 Used components should be traceable to maintenance organisations and repair stations accepted/approved by the JAA who certified the previous maintenance and/or in the case of life limited parts certified the life used. The used component should be in a satisfactory condition for fitment and be eligible for fitment as stated in the TC holders Parts Catalogue.
  - 4.2 All JAA Approved / Accepted maintenance organisations and repair stations throughout the world are listed in JAA publication "JAR-145 Listed Organisations" and the repair station should hold a copy of this publication. It should be noted that only 1000 of the 4000 USA repair stations are JAA Accepted.
  - 4.3 Used components from JAA Accepted USA repair stations should be accompanied by a FAA Form 8130-3 issued as a maintenance release.
  - 4.4 Used components from a USA repair station NOT JAA Accepted must NOT be used even if accompanied by an FAA Form 8130-3.
  - 4.5 Used components from JAA Approved JAR-145 maintenance organisations should be accompanied by a JAA Form One issued as a maintenance release.
  - 4.6 Used components from JAA Accepted Canadian AM573 maintenance organisations should be accompanied by a TC Form 24-0078 issued as a maintenance release.
  - 4.7 Used components from Canadian CAR 573 Approved maintenance organisations NOT JAA Accepted must NOT be used even if accompanied by a TCCA Form 24-0078.

**SUPPLEMENT APPENDIX 4 - COMPONENTS AUTHORISED FOR USE DURING MAINTENANCE & ALTERATION**

- 4.8 Used components supplied by the customer may be fitted subject to such components being accompanied by a JAA Form One or the relevant release document specified in paragraph 4.3 or 4.6 dependant upon the location of the organisation who carried out the last maintenance.
- 4.9 Used components from any other source are not normally accepted other than under certain circumstances and conditions specified in TGL No 11 which can be found in JAA Administrative & Guidance Material Section Two: Maintenance, Part Three: Temporary Guidance.

## LEAFLET NO.22 (CONTINUED)

Section Two / Part 3

